

14 December 1999

JDTS-W

MEMORANDUM FOR INTERACTIVE VOICE RESPONSE (IVR) USERS

Subject: New DTS-W Conference Bridge

On Monday, December 13, 1999, Defense Telecommunications Service-Washington (DTS-W) will begin allowing all users with recurring conference calls to:

Participants must dial: (703) 588-2000

Enter your passcode 1. _____ at designated **date/time**.

2. _____

If you have been programmed to schedule a new one-time conference by way of the IVR (Interactive Voice Response) System.

Originator must dial: (703) 588-2225 to create a one-time conference

Enter your host ID# (Four Digits) to schedule (the) conference call.

To join a conference, all participants must dial (703) 588-2000 & enter a passcode 1. _____

2. _____

All **new** recurring schedules must be set up by the Defense Operator "**0**".

The Operator will obtain the following:

- Originator's Name and Telephone #
- Organization
- Date
- Time
- Duration
- Number of participants
- E-mail address
- Fax number

Any questions, please contact the Defense Operator "**0**"